

**PETER S. LOMBARDI**

208 Main Street • West Newbury, MA 01985 • p.lombardi@hotmail.com • 781-983-3364

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**PROFESSIONAL EXPERIENCE**

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**Director of Policy and Administration**

2012-PRESENT

MAYOR'S OFFICE - NEWBURYPORT, MASSACHUSETTS

- Develop annual operating and capital budgets in coordination with Mayor, City Council, and department heads
- Manage and support department heads in the daily provision of municipal services
- Act as principal liaison between Mayor and eleven-member City Council
- Facilitate responsive and engaging constituent service efforts
- Evaluate policies, offer solutions that are consistent with the goals of the Mayor and City Council, and oversee effective and sustainable improvements to City procedures, programs, and services
- Lead labor relation activities, including primary responsibility for negotiating union contracts
- Guide human resource management and participate in selection process for key leadership positions
- Direct and ensure compliance with procurement processes, having been designated as the City's Chief Procurement Officer
- Plan and supervise the implementation of regionalized services with surrounding communities
- Draft press releases, update content of the City's website, and coordinate media communications
- Organize and administer interdepartmental initiatives to meet ongoing community needs
- Represent City on Merrimack Valley Regional Transit Authority Board and serve on MVRTA Finance and Audit Committee & Compensation Committee
- Actively serve on additional committees: Cable Advisory Committee, Economic Development Action Committee, Emma Andrews Library/Community Center Commission, Massachusetts Municipal Management Association (MMA) Future Managers Committee, Massachusetts Bay Transportation Authority Advisory Board, Master Plan Steering Committee, Merrimack Valley Planning Commission Mayors and Managers Coalition, Parking Advisory Committee, School Building Committee, and Traffic Safety Advisory Committee

**Grants Administrator**

2010-2012

OFFICE OF THE TOWN MANAGER - WINTHROP, MASSACHUSETTS

- Researched grant programs and other cost saving opportunities and offered innovative approaches to fund capital needs and address community development challenges
- Collaborated with Town Manager and department heads to prioritize projects and responded to relevant solicitations by drafting grant submissions
- Awarded over \$1.5M in grant funding and orchestrated implementation activities including project oversight, quality control, and reporting
- Partnered with department heads in managing the procurement process for grant-related projects
- Coordinated interdepartmental projects that supported and advanced the goals of the Town Manager and Town Council
- Conducted analyses and made recommendations to the Town Manager, department heads, and elected officials to address operational and administrative issues
- Assisted the Town Manager and Police Chief in the collective bargaining process with Police unions
- Communicated with appropriate constituent groups, acting as a liaison between the municipality and outside stakeholders including members of the press
- Served as representative member on the North Suburban Consortium Board, allocating federal funding to targeted development projects to expand affordable housing options for local residents

**Management Intern** 2010  
OFFICE OF THE TOWN MANAGER – WINTHROP, MASSACHUSETTS

- Identified regional benchmarks and best practices within various policy areas including municipal cable contracts, building redevelopment, group health insurance plans, and long-term open space and recreational planning
- Evaluated organizational effectiveness, considered human resource implications, and assisted in preparing final report regarding consolidation options of Town and School administrative staff

**Legislative Intern** 2010  
OFFICE OF STATE REPRESENTATIVE LORI EHRLICH – BOSTON, MASSACHUSETTS

- Performed policy research, advised Legislator on pending issues, and assisted in crafting legislation and drafting amendments to address constituent needs
- Provided a wide variety of campaign strategy assistance and support services

**Sailing Program Manager** 2006-2010  
**Assistant Dockmaster** 2001-2006

CORINTHIAN YACHT CLUB - MARBLEHEAD, MASSACHUSETTS

- Hired, trained, and supervised waterfront staff
- Devised annual operating and capital budgets
- Implemented initiatives for program expansion in collaboration with Executive, Long Range Planning, Race, and Sailing Committees
- Serviced and maintained the mechanical, structural, electrical, and cosmetic systems of over 40 vessels and the waterfront physical plant

**Litigation Case Assistant** 2000  
GOODWIN PROCTER LLP – BOSTON, MASSACHUSETTS

- Filed litigation paperwork and assisted in the initiation of civil actions in Massachusetts State and Federal Court for Trial Department Coordinator
- Conducted research for Trial Department Knowledge Management projects
- Reviewed, prepared, and redacted documents to be used as exhibits in trial work

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**EDUCATIONAL BACKGROUND & PROFESSIONAL AFFILIATIONS**

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**Master of Public Administration** 2011  
SUFFOLK UNIVERSITY

- Outstanding MPA Student Award recipient
- Member of Pi Alpha Alpha, National Honor Society for Public Affairs and Administration
- Graduate Fellow for the Academic Director of MBA Programs

**Bachelor of Arts in Political Science and History** 1999  
UNIVERSITY OF VERMONT

- Editor for the University of Vermont History Review

**Memberships**

- International City/County Management Association, Massachusetts Municipal Management Association, Massachusetts Association of Public Purchasing Officials, Massachusetts Government Finance Officers Association

January 26, 2015

Wenham, MA Town Administrator Search  
Attn: Gail Schillinger, Municipal Resources Inc.  
120 Daniel Webster Highway  
Meredith, NH 03253

To whom it may concern,

Thank you for considering my application for the Wenham Town Administrator position. I believe that my skill set and professional interests are well aligned with this job offering, fitting the needs of the organization and of the community. Through my work experience and educational background, I have developed strong competencies in budget preparation, human resource management, collective bargaining, policy analysis, project administration, procurement, grant writing, and citizen engagement.

I value communication and collaboration, both of which are essential to effective municipal management, and I would give high priority to these core functions in my role as Town Administrator. I am passionate about making a difference in municipal government and look forward to having the opportunity to make a lasting contribution to the Town of Wenham.

### **Financial Management**

One of my primary responsibilities in my current position as the Newburyport Director of Policy and Administration is the development of the City's Operating Budget. In assembling the annual budget and leading it through to approval, I employ a consensus-building approach involving the Mayor, the City Council, and Department Heads. The City's FY15 Budget totals over \$65M including the General Fund, and Water, Sewer, and Harbor Enterprise accounts. Newburyport's budget document is both thorough and accessible and, for the past three years, the City has been one of only twelve Massachusetts communities to be recognized with a Distinguished Budget Presentation Award by the Government Finance Officers Association. As part of the annual budget process, I am also responsible for updating and executing our five-year Capital Improvement Plan, a dynamic, long-range financial program that accounts for the current and future infrastructure needs of the City.

Adhering to a conservative budgetary approach, the City's bond rating was upgraded to AA+ last year. The City had \$2.4M in FY15 Certified Free Cash, \$3.4M in cumulative FY15 Retained Earnings, and \$2.5M in its Stabilization Fund, none of which has been used to balance the operating budget for the past three fiscal years. I have worked with our Finance Team to draft a comprehensive Financial Management Policy, which has established operational principles to safeguard the integrity of our financial systems and provide increased public confidence in the City's management of resident tax dollars.

### **Personnel**

The Mayor and Department Heads rely on my expertise and guidance in addressing the myriad issues that arise on a daily basis in managing a City. Working with over 250 municipal employees and more than 20 Department Heads, the Mayor and I have created Leadership Teams that we meet with on a regular basis to encourage interdepartmental coordination. Recognizing the value that each Department Head brings to the organization, I am also directly involved in the interview and selection process of all candidates for upper management jobs in the City. For example, I chaired the nine-member Screening Committee in charge of hiring a new Fire Chief, which was the first time the City had undertaken this process since the position was removed from civil service.

Additionally, as the lead negotiator for the City, I have successfully settled over a half dozen contracts with our various unions. Having agreed to modest pay increases in exchange for vacation time reductions and concessions on sick leave buyback, I have maintained solid relationships with our employees both throughout the negotiation process and in administering the collective bargaining agreements.

**Operational Efficiency**

I have championed a number of initiatives in Newburyport targeted to save the City money while maintaining or enhancing services. For instance, I took the lead on planning and drafting and am now implementing separate regional agreements with surrounding communities for the joint delivery of Animal Control and Veterans Services. I applaud Wenham's successes to date around regionalizing services and, as Town Administrator, I would aim to enhance and expand these partnerships as long as they continue to demonstrate their efficacy and were in keeping with the collective vision of the Board of Selectmen.

Having been designated as a Massachusetts Certified Public Purchasing Official, one of my current priorities is working with Department Heads and our Finance Director to create a more streamlined and centralized procurement structure. To achieve this goal, we are in the final stages of designing, and are now getting ready to implement, an electronic purchase order system that will allow Departments to track and manage their budgets in real-time. This process improvement will also ensure better oversight of and compliance with statutory purchasing requirements.

**Grants and Project Administration**

As Grants Administrator for the Town of Winthrop, I obtained over \$1.5 million in funding for numerous capital projects, planning efforts, and community development initiatives. In this role, I had direct oversight of project management and was responsible for fulfilling all reporting requirements. My position in Winthrop also evolved into a much more multifaceted role than was originally conceived. I was an integral member of the management team throughout my time there, focusing on everything from economic development to human resources and supporting the Town Manager on a wide variety of administrative duties.

My grant activities have continued in Newburyport. Current projects that I have initiated and remain directly involved in include: an asset management and work order system through the Community Innovation Challenge (CIC) grant program that will enable our Department of Public Services to be more responsive, accountable, and transparent; efficiency upgrades to municipal facilities through the Department of Energy Resources' Green Community program; and, another CIC grant, this time for technical support with a regional stormwater management collaborative.

**Management Style**

I believe in teaming with others to joint problem-solve, identify creative solutions, and strengthen our capacity to deliver high quality municipal services. I am a strong proponent of utilizing the vast network of resources available to municipal managers and leveraging my experiences and relationships to improve the communities that I work in. I am an active member of the International City/County Management Association and the Massachusetts Municipal Managers Association. I see the value in my own professional development, and also encourage municipal staff to take advantage of training opportunities that reflect community needs and embrace innovative approaches to their mission.

My participatory management style and sound decision-making are invaluable attributes that I will bring to the Wenham Town Administrator position. As evidenced by the relationships I have established in the Town of Winthrop and the City of Newburyport, I pride myself on building trust among and being responsive to employees, local elected and appointed officials, regional partners, and citizen groups. I am confident that I will be able to lead the organization, engage all stakeholders, balance process with results, and see initiatives through to completion.

I have included my resume for your review and appreciate your consideration of my candidacy for the Town Administrator position.

Sincerely,

Peter Lombardi

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Sincerely,



Peter Lombardi

## Gail H. Schillinger

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**From:** Peter Lombardi <p.lombardi@hotmail.com>  
**Sent:** Tuesday, January 27, 2015 10:06 AM  
**To:** Gail H. Schillinger  
**Subject:** Wenham Town Administrator  
**Attachments:** Lombardi Cover Letter and Resume - Wenham TA 01.15.pdf; Lombardi Cover Letter and Resume - Wenham TA 01.15.doc

Hello,

Attached are my cover letter and resume (in both pdf and Word format) expressing my interest in the Wenham Town Administrator position. Thank you in advance for your consideration.

Regards,

Peter Lombardi